

**National Marine Fisheries
Fisheries Information System (FIS)
Project Plan Document
For
<Project Name>**

Version 1.0

Date:

Organization:

Prepared by:

Overview of Project

1. Background

Summarize the background to the project (and how it builds on previous work) and the need for it (and why it's important).

2. Purpose

List the broad purpose of the project, and the specific objectives you intend to achieve.

3. Project Scope

The project scope defines the concept and range of the proposed solution. It's also important to define what will not be included in the product. Clarifying the scope and limitations helps to establish realistic expectations of the many stakeholders. It also provides a reference frame against which proposed features and requirements changes can be evaluated. Proposed requirements that are out of scope for the envisioned product must be rejected, unless they are so beneficial that the scope should be enlarged to accommodate them (with accompanying changes in budget, schedule, and/or resources)

4. Overall Approach

Describe the overall approach you will take to achieve the objectives outlined above, including:

- *Strategy and/or methodology and how the work will be structured*
- *Important issues to be addressed, e.g. interoperability*
- *Scope and boundaries of the work, including any issues that will not be covered.*
- *Critical success factors.*

5. Project Outputs

List the tangible deliverables (including reports) your project will create, and the less tangible knowledge and experience you hope to build and share.

6. Project Organization

Project team

Name	Role in project	Function	Organization




Project Responsibilities

Organization boundaries and Interface

7. Stakeholder Analysis (Recommended)

List key stakeholder groups and individuals that will be interested in your project outcomes, will be affected by them, or whose support/approval is essential, both within your institution and in the community, and assess their importance (low/medium/high).

Stakeholder	 Interest / stake	Importance

8. Standards

List any specific standards you will adopt and why they are important.

Project Resources

9. Project Partners (if applicable)

List all project partners (including subcontractors), their roles, and the main contact. Indicate the date a consortium agreement was signed (or will be signed), and send a copy to the program manager.

10. Project Management

Briefly describe the project management framework, including organization, reporting relationships, decision process, and the role of any local management committee.

List all members of the project team, their roles, and contact details. Indicate the proportion of time the project manager will spend on project management.

Indicate if the project has training needs and how they will be met.

Assumptions, dependencies and constraints

Risk Analysis

List factors that could pose a risk to the project's success, assess their likelihood and severity, and how you will prevent them from happening (or manage them if they occur). Cover the types of risks listed and any others that apply.

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing				
Organizational				
Technical				
External suppliers				
Legal				

Progress reporting

11 Project milestones and deliverables

<This section summarizes some of the business issues around the project, including profiles of major customer categories, assumptions that went into the project concept, and the management priorities for the project.>



12. Program Support

Indicate if there are specific areas where you would like support from the program or program manager.

13. Budget

Explain any changes from the budget in the agreed project proposal.

Project estimated effort/cost/duration

Estimated cost:

Following is an example:

FY04	FY05	Comments
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...

Estimated effort hours:

Example:

Tasks	Hours
Information/content gathering	40 hours
Requirements Analysis and documentation	200 hours
System design and documentation	60 hours
System implementation	...
System testing	

Detailed Project Planning

14. Workpackages (Recommended)

*Clearly indicate project deliverables and reports (in **bold**), when they are due, phasing of workpackages, and explain any dependencies. You may also attach a Gantt chart, diagram, or flowchart to illustrate phasing.*

15. Evaluation Plan

Indicate how you will evaluate the quality of the project outputs and the success of the project. List the factors you plan to evaluate, questions the evaluation will answer, methods you will use, and how success will be measured. Expand as appropriate on how you will conduct the evaluation.

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success

16. Quality Assurance Plan (Recommended)

Explain the quality assurance procedures you will put in place to ensure that project outputs comply with JISC technical standards and best practice, and what will constitute evidence of compliance.

Timing	Compliance With	QA Method(s)	Evidence of Compliance
	Fitness for purpose		

	Best practice for processes		
	Adherence to specifications		
	Adherence to standards		
	Accessibility legislation		

17. Exit/Sustainability Plan

Explain what will happen to project outputs at the end of the project (including knowledge and learning). Focus on the work needed to ensure they are taken up by the community and any work needed for project closedown, e.g. preservation, maintenance, documentation.

Project Outputs	Action for Take-up & Embedding	Action for Exit

List any project outputs that may have potential to live on after the project ends, why, how they might be taken forward, and any issues involved in making them sustainable in the long term.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address

Appendixes

Appendix A. Workpackages (MS Project type of Schedule)